UTM Moves – Events Lead

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

**Deadline:** Monday, August 7th, no later than 11:59PM

**Number of Positions:** 2 positions

**Rate of Pay:** Starting at $15.90/hr.

**Position Start Date:** August 28, 2023

**Position End Date:** March 30, 2024

**Number of Hours per Week:** Up to 15 hours per week. Must be willing to work varying day, evening and possible weekends

**Classification:** Work-Study (Fall/Winter)

**Summary:**

About UTM Moves:

UTM Moves is a physical activity- and movement-focused education and engagement program of the Department of the Recreation, Athletics & Wellness (DRAW) at the University of Toronto Mississauga (UTM).

Through diverse programming and engagement initiatives, UTM Moves promotes the benefits of physical activity to overall wellbeing and academic success, and aims to make physical activity accessible, inclusive, and fun for all UTM students.

Visit uoft.me/utmmoves and/or follow @utm_athletics on Instagram, Facebook, and Twitter for all the latest updates about upcoming UTM Moves events and initiatives.

**Role overview:**

Reporting to the Supervisor, Wellness Programs, the UTM Moves: Events Lead is responsible for the development, implementation, and evaluation of large-scale campus events for the UTM Moves Program in the Department of Recreation, Athletics & Wellness (DRAW).

**Key responsibilities:**

- Leading physical activity and movement-focused events across campus, including Drop In & Move, UTM Skates, UTM Dances, Exam Jam, She Moves, and more
- Managing event logistics, resources, and equipment; coordinating event staffing amongst team members
- Employing an evidence-based approach to program development, including researching and summarizing program evidence, developing a program rationale, etc.
- Supporting the development of promotional and communications strategies for respective portfolio
- Collaborating with a wide range of campus stakeholders, including student groups, clubs, staff, and faculty to inform programming content, gather resources, and identify needs and opportunities for wellness programming
- Attending and contributing to regular team meetings to share updates and progress related to the program
- Maintaining accurate records of student interactions, event attendance, resources distributed, evaluation summaries, etc.
- Referring students to DRAW programs and resources, and maintaining up-to-date knowledge of available supports on campus and in the community
- Representing the Department of Recreation, Athletics and Wellness and the University of Toronto Mississauga, in a respectful, professional and inclusive manner
DEPARTMENT OF RECREATION, 
ATHLETICS & WELLNESS

- Performing any additional relevant duties and tasks as designated by the Supervisor, Wellness Programs

**Qualifications:**
- Must be a current part-time or full-time undergraduate or graduate UTM Student
- Mandatory attendance at 3-day training (August 30 – September 1)
- Certification in First Aid Standard & CPR is preferred (not required)
- Flexible schedule with the ability to work varied hours
- Ability to work independently as well as in a team setting
- Interest in student health, wellness, fitness, and/or athletics
- Excellent oral and written communication skills
- Leadership and teamwork skills
- Knowledge of University of Toronto campus resources
- Appreciation for equity, diversity and inclusion-related issues
- Proficient knowledge around Microsoft Office Suite (Word, Excel, PowerPoint)

**Method of Application:**
**Deadline to Apply:** Monday, August 7th, no later than 11:59PM

Please send your resume and cover letter to: Ravinder.gabble@utoronto.ca (see contact details below).

We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted.

**Contact Information:**
RAVI GABBLE, MPH  
Supervisor, Wellness Programs

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